

Town Building Use Policy

Approved December 20, 2005

PURPOSE: The Maynard Town Building is the headquarters of the Maynard's Town government. It houses various Town government departments, employees of those departments, and provides space for the elected and appointed Town boards and committees to conduct the Town's business.

Town Building Meeting Rooms

The Town Building has limited public meeting rooms as well as private departmental office space. Public meeting rooms are as follows:

Main Floor:

- Michael J. Gianotis Meeting Room (No. 201)—used as the Selectmen's meeting chamber and for other public and internal meetings.
- Selectmen's Conference Room (No.207)—used for internal meetings during business hours and reserved for use by Town Boards and Committees at night.
- Board of Health Meeting Room No. 209-C)—small meeting room used by Board of Health and reserved for use of other small Town Board and Committee meetings at night.

Ground Floor

- Large Open Hallway area (Room 101)—used by the Planning Board, Board of Appeals, and other Town Boards and Committees for public hearings and meetings.
- Planning Board Office—has a small conference table; can accommodate small (5-6 person) groups. Reserved for Town Boards and Committees.
- Conservation Commission Office—same as Planning Board Office above.

Other Meeting Space in Maynard

In addition to the Town Building, public meeting rooms are available at the Maynard School Department, both at their Coolidge School headquarters, and at the Maynard public schools. The new Town Library provides two new public meeting rooms. And finally, Maynard has a wide variety of fraternal organizations and clubs, churches, and non-profit groups that can make meeting space available

Town Building Use Policy

Meeting rooms at the Maynard Town Building are intended primarily for the use of Town employees, boards, committees, and commissions. When not otherwise needed by those priority groups, these meeting rooms may be used by outside groups, pursuant to the following priorities and rules:

Priorities

Preference for the use of meeting space in the Town Building will be according to the following priority order:

- Civic or community groups providing programs, services, or activities which benefit the community
- Non-profit and charitable organizations
- Other public events

Use Rules

1. The Town Building may be scheduled for public meetings each week Monday through Wednesday evenings (holidays excepted). The Town Building is generally not open and available for meetings on Thursday or Friday evenings, Saturday, and Sunday, except by special arrangement.
2. Given that there is no evening custodian coverage at the Town Building, the Chairman of each group using the public meeting rooms after the normal hours of operation (8:00 AM-4:00 PM) must agree to accept responsibility for opening and closing the building before and after their meetings. This includes turning

- off the lights and checking to make sure that the doors (both front and back) are locked. See "Acknowledgement of Responsibility" form. Every effort should be made to conclude evening meeting usage of the Town Building by 9:00 P.M.
3. Keys for the Town Building should be picked up and dropped off at the Police Station by the Chairperson of the group, or his/her designee. The Police Department will be given a list of Board and Committee chairpersons who are authorized to be given keys to the building.
 4. Meeting rooms should be left as they were found, without furniture having been moved or trash left in the room.
 5. The Town Building is strictly a No Smoking facility, per Mass. General Laws. Please direct smokers to the smokers stations outside near the front and rear entrances to the building.
 6. No alcoholic beverages are allowed on the premises of the Town Building.
 7. All groups, both Town and otherwise, which wish to continue using the Town Building for their meeting(s) must sign and return the Acknowledgement of Responsibility Form (below).
 8. New groups wishing to use the Town Building for the first time shall submit a completed Application for Use of Town Building Form to the Selectmen's Office. The decision whether to grant the request will be made by the Town Administrator, per the Town's Charter.
 9. The Town reserves the right, at its discretion, to charge nominal fees for the use of the meeting rooms to help defray the Town's costs. Any such rental fees shall be established prior to the proposed use of the facilities.
 10. The Town reserves the right to revoke the use of Town Building meeting privileges to any group which violates these rules.